

2014/05/16 : CIA-RDP70-00211R001000410013-3 D BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

STAT

TO	NAME AND ADDRESS	DATE	INITIALS
		4/23	<i>[Signature]</i>
2	<i>File - Cleanup - Campaign -</i>		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

## Remarks:

We need a clean-up program.

The GSA pamphlet on Move Records Out could be used very effectively, as is. I'm not too keen about the GSA posters so I have prepared three of my own for your consideration.

We would definitely want a feedback from the ARO's in the form of a short report. Then we could send them "Thank you for participating" letters which would include the results of the program.

FOLD HERE TO RETURN TO SENDER

STAT

FROM: NAME ADDRESS AND PHONE NO.	DATE
	6-23-64
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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
STAT		6-12-64	
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
X	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

STAT

I hope that we can have an Agency-wide Clean-out Program later this year. Will you look at the attached material and let me know if you think we

STAT use any of it for our pu so, may I have

STAT your ideas generally on a C Campaign.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE	
	6/16/64	
UNCLASSIFIED	CONFIDENTIAL	SECRET

**Records Disposition is a Plan to ...**

**MOVE RECORDS OUT**

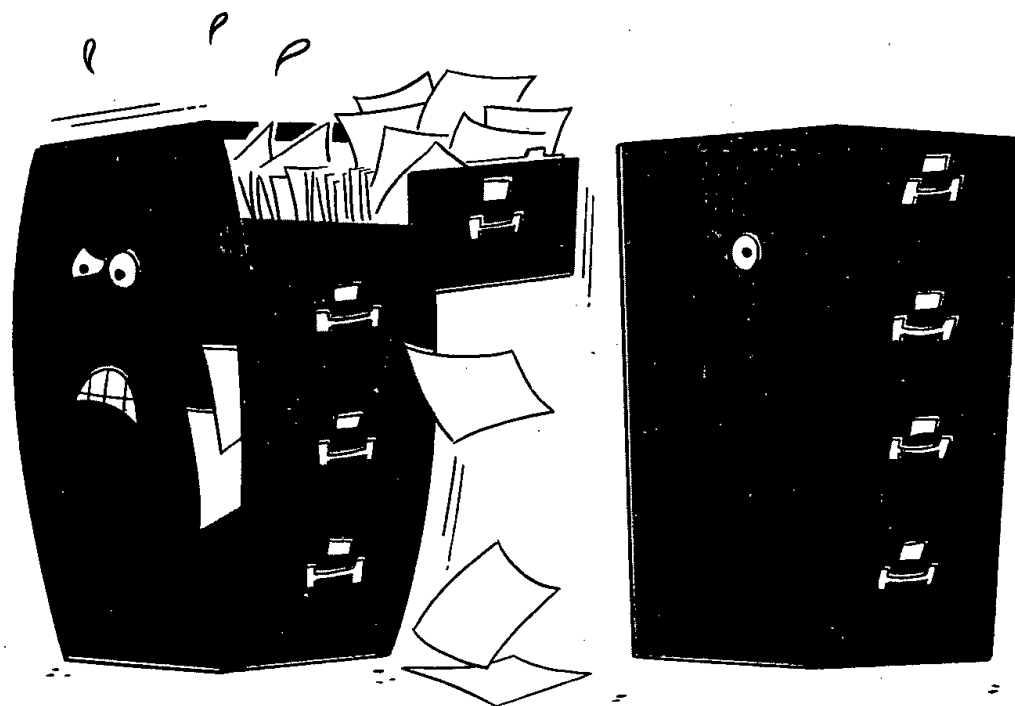
**of high cost office space  
and equipment ...**



**to make FILING AND FINDING ...**

**EASIER, FASTER, BETTER**

# CLEAN-UP CAMPAIGN



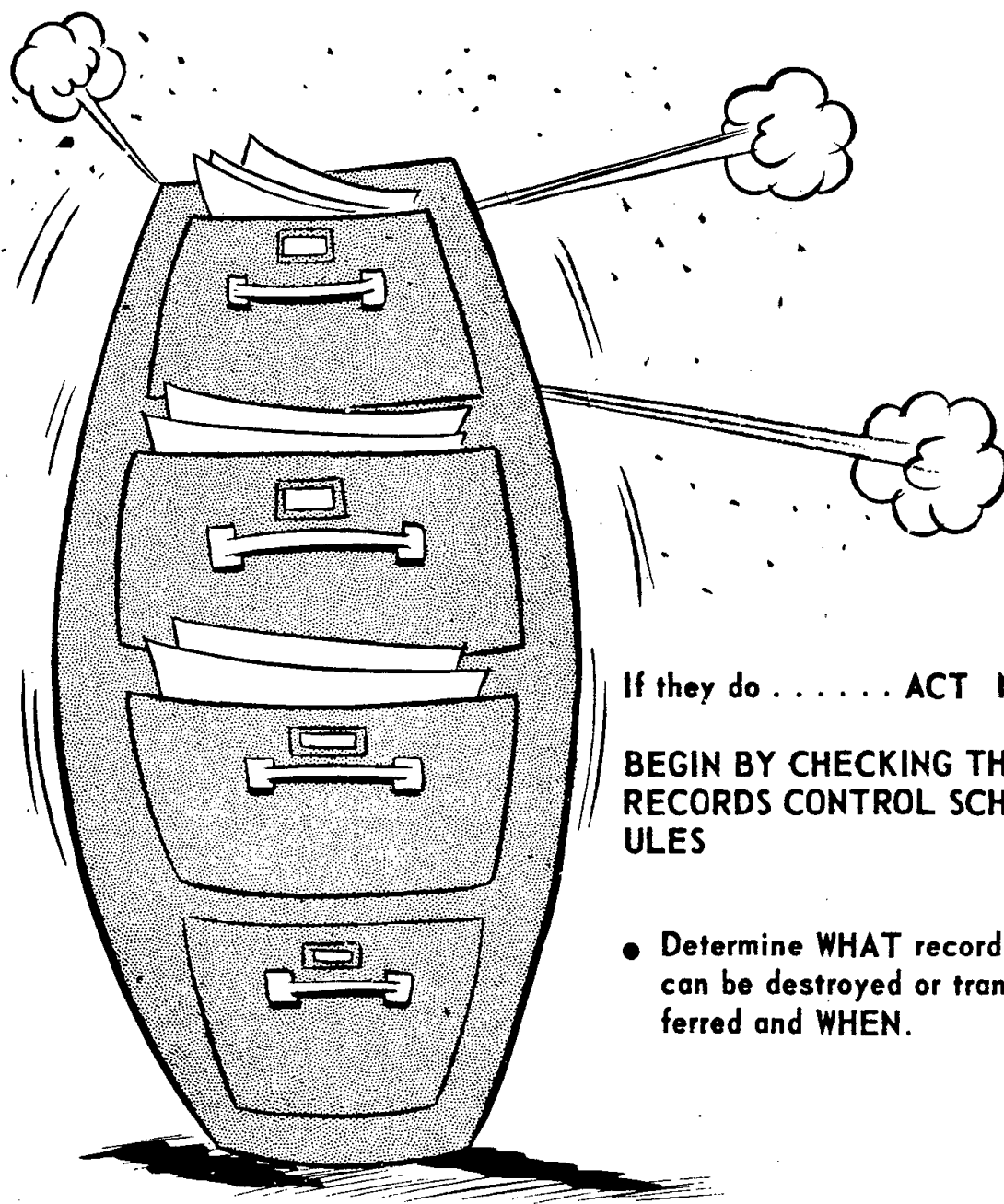
**RELIEVE ME OF OLD RECORDS AND  
JUNK AND I'LL MAKE YOUR JOB  
EASIER AND MORE EFFECTIVE!**

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# Take A Fresh Look !

**Are your file cabinets bulging: Do they contain records eligible for disposal, inactive records that can be sent to Federal Records Centers, obsolete instructions, informational and reference papers no longer needed - papers that NEVER should have been received or filed in the first place?**



**If they do . . . . . ACT NOW**

**BEGIN BY CHECKING THESE  
RECORDS CONTROL SCHED-  
ULES**

- **Determine WHAT records can be destroyed or transferred and WHEN.**

# Destroy !



- Records that have reached the destruction age specified in the schedules.
- Superseded or cancelled copies of directives, notices, procedures, and manuals you have received.
- Reference material that is no longer needed or used.

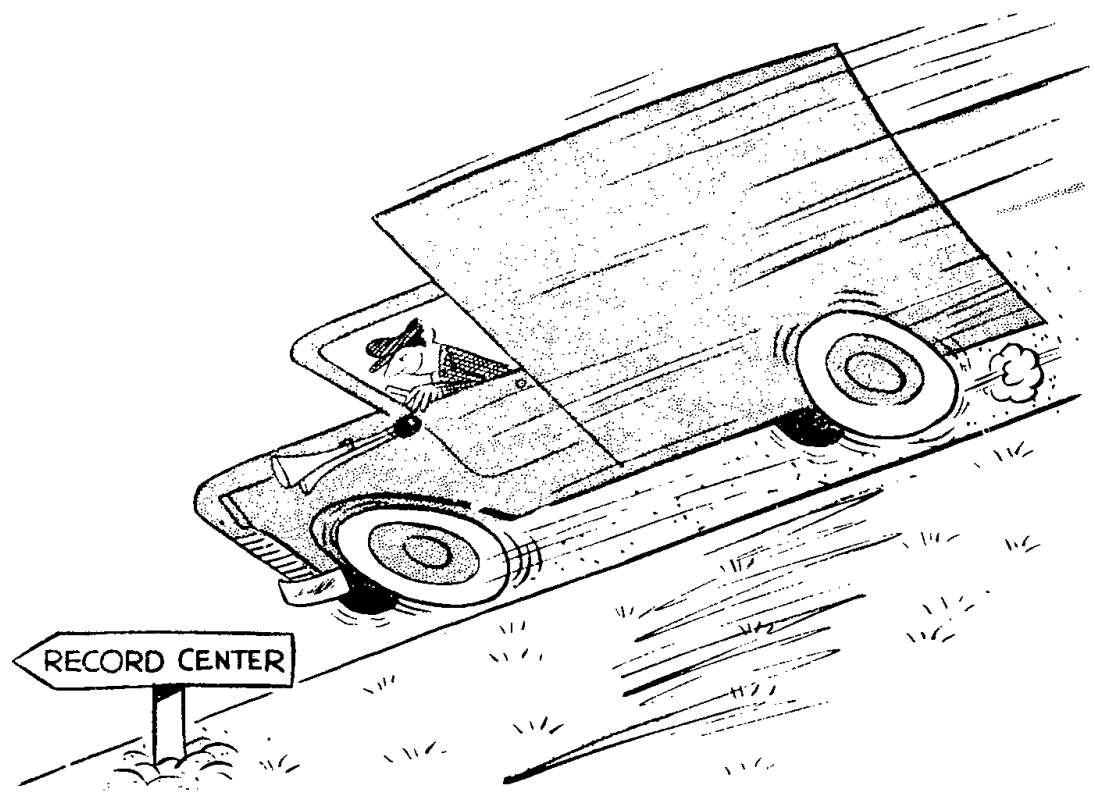
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# Transfer

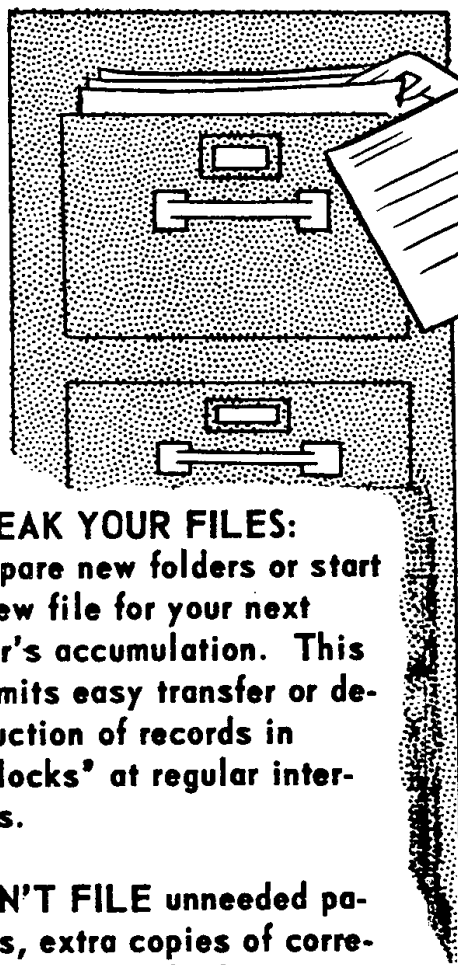
## TO FEDERAL RECORDS CENTERS

- Records that have reached the transfer age specified in the schedules.
- BUT ALSO records not covered by the schedules and which occupy **NEEDED SPACE AND EQUIPMENT**.
- Record accumulations eventually eligible for destruction that have **BECOME INACTIVE**.
- Records of **DISCONTINUED FUNCTIONS** or activities not yet eligible for destruction.



# Review

## REMAINING FILES



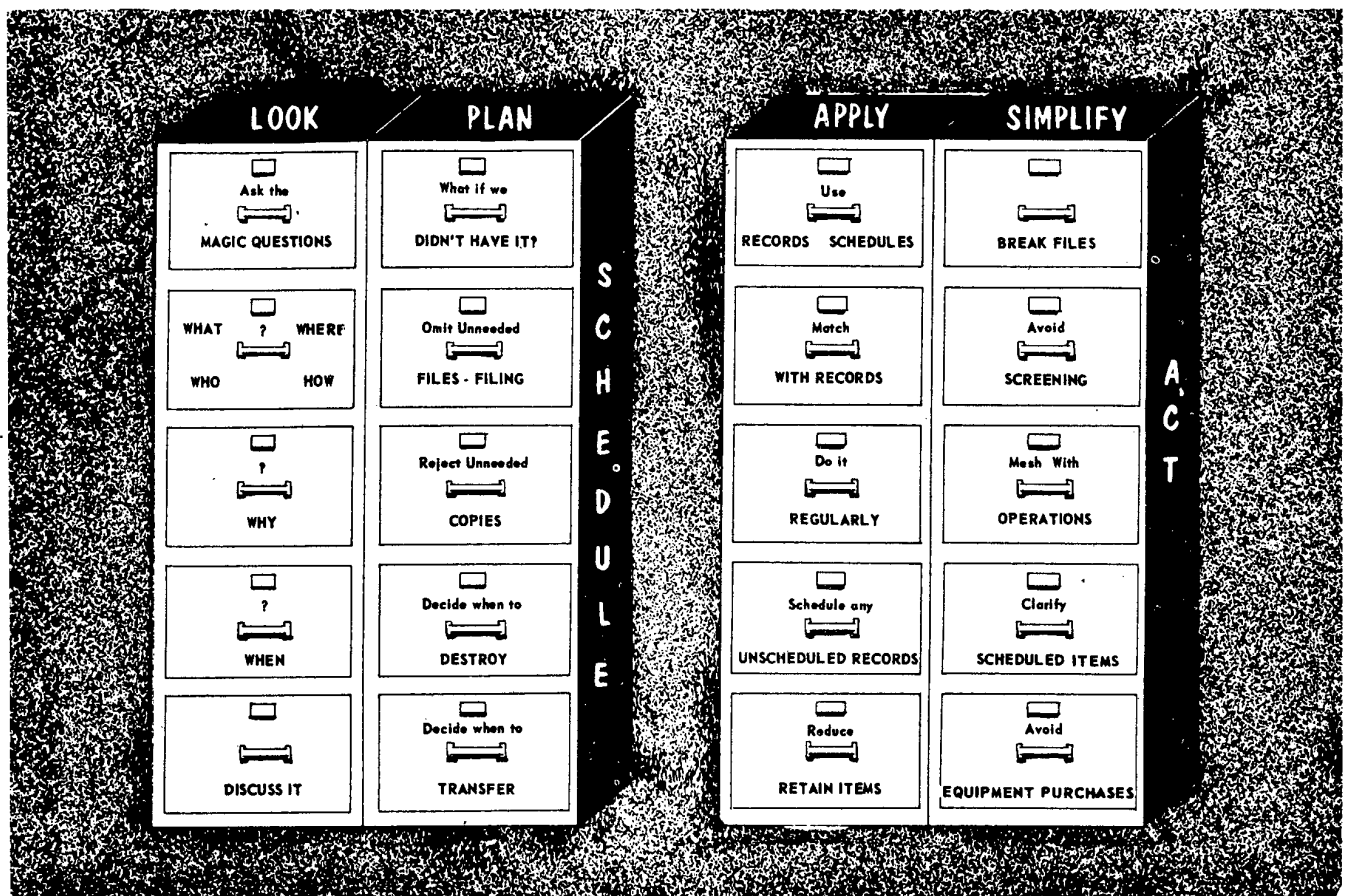
- **BREAK YOUR FILES:**  
Prepare new folders or start a new file for your next year's accumulation. This permits easy transfer or destruction of records in "blocks" at regular intervals.
- **DON'T FILE** unneeded papers, extra copies of correspondence and other papers. **DESTROY WITHOUT FILING.**
- **GET OFF MAILING LISTS** for unessential material.
- **DON'T MAINTAIN UNNEEDED RECORDS. CHALLENGE** the need for each record. **ASK: WHAT IF WE DIDN'T HAVE IT?** Eliminate it **IF:** the information is no longer needed, the cost exceeds the worth, there is a better source or way, or if it can be combined with some other record.

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GSA DC 64-11994



<b>STANDARD FORM 135</b> JULY 1961 EDITION GENERAL SERVICES ADMIN. REG. 3-IV-302.00		<b>RECORDS TRANSMITTAL AND RECEIPT</b>		<b>TO BE COMPLETED AT FEDERAL RECORDS CENTER</b>		
				ACCESSION NO. <b>64 A 201</b>		RECORD GROUP NO. <b>269</b>
<b>INSTRUCTIONS</b> Send original and two copies to appropriate Federal Records Center. <b>EXCEPTION</b> —Send original and three copies to the Alexandria, Virginia, Center				SIGNATURE		DATE RECORDS RECEIVED
				TITLE		
FROM: (Name and address of Agency transferring records) <b>General Services Administration 19th and F Streets, N.W. Washington, D.C. 20405</b>				TO: <b>Federal Records Center, GSA</b>		
1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY <b>None</b>						
2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED	
A. OFFICE <b>12</b>	B. STORAGE	A. FILE CABINETS (No.) <b>2</b>	B. TRANS. FILES (No.)	C. SHELVING (Lin. Ft.)	<b>11</b>	
5. NAME OF AGENCY CUSTODIAN OF RECORDS <b>Jane Doe</b>			6. BUILDING AND ROOM NO. <b>2043 GSA</b>		7. TELEPHONE NO. <b>183-5132</b>	
8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
9. AGENCY OFFICIAL (Signature) <b>Harry Kramer</b>			10. TITLE <b>Records Management Branch (BRAR)</b>		11. DATE <b>March 18, 1964</b>	
12. BOX NUMBERS		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)			14. DISPOSAL AUTHORITY (Schedule and Item No.)	
<b>FRC ONLY</b>						
		<b>Records of OFA, Administrative Services Division</b>				
		<b>Records Management Branch</b>				
		<b>General correspondence file pertaining to records management projects:</b>				
1		1959-1960				
2		1960-1961				
3		1962-1963				
4		Daily chronological copies of outgoing correspondence, 1959-1963			AO-10	
5		Monthly reports from the regions, 1959-1961				
6		Monthly reports from the regions, 1962-1963			GSA Part IV 6-2-8	
		Correspondence with vendors, arranged by vendors:			AO-17	
7		A-M				
8		N-Z				

## TRANSFERRING RECORDS TO THE FEDERAL RECORDS CENTER

Records transferred to the Federal Records Center can be obtained from the center in 24 hours (less than this in urgent cases).

Whenever possible, all the inactive records for an entire office (section, branch, or division) should be transferred at the same time. You should always try to transfer a minimum of 5 cubic feet of records. To transfer records to the center:

First, call the Records Management Branch (Extension 5132 or 4598) and obtain the accession number to be used for the group of records you are transferring to the center. The Branch will also provide more copies of Standard Form 135 "Records Transmittal and Receipt" as well as other information, as needed.

Second, call the Administrative Services Division, Extension 4961, and ask for the number of center boxes you need (1 letter-size file drawer equals 1-1/2 boxes; 1 legal-size drawer equals 2 boxes). The boxes are assembled simply by folding in the split ends.

Third, arrange the records in the boxes in an orderly fashion so that they can be found easily and quickly at the Records Center if you need them. Records are usually arranged in the boxes the same way they were in the file cabinet, i. e. alphabetically, numerically, or subject.

Fourth, after each box is filled, write the following identifying information with a black crayon or marker on the unstitched end of the box:

- 1 - Write the accession number in the upper left-hand corner.
- 2 - Write the record group number on the upper right-hand corner.
- 3 - Write the box number on the lower left-hand corner, i. e. "1 of \_\_\_\_\_," "2 of \_\_\_\_\_," etc. When all boxes are filled, complete the numbering, i. e., "1 of 12," "2 of 12," etc.

Fifth, prepare an original and 5 copies of Standard Form 135 and send to the Records Management Branch (Room 2041) for transmittal to the center. The center will pick up the boxes upon receipt of these forms. Copies will be distributed to reference and liaison personnel.

NOTE: If at any time you have questions or wish additional information about transferring records to the Records Center, please call the Records Management Branch (Mr. Kramer, Extension 5132, or Mr. Perlman, Extension 4598).

# Memorandum

TO : Isadore Perlman, NARS Project Team (BRAR)

DATE:

FROM :

SUBJECT: "Operation Cleanout" Summary

This summary will be submitted every two weeks, showing records moved out and equipment cleared as of April 3, 17 and 30.

Following is a summary of the volume of records cleared and equipment released as of \_\_\_\_\_ :  
(Date)

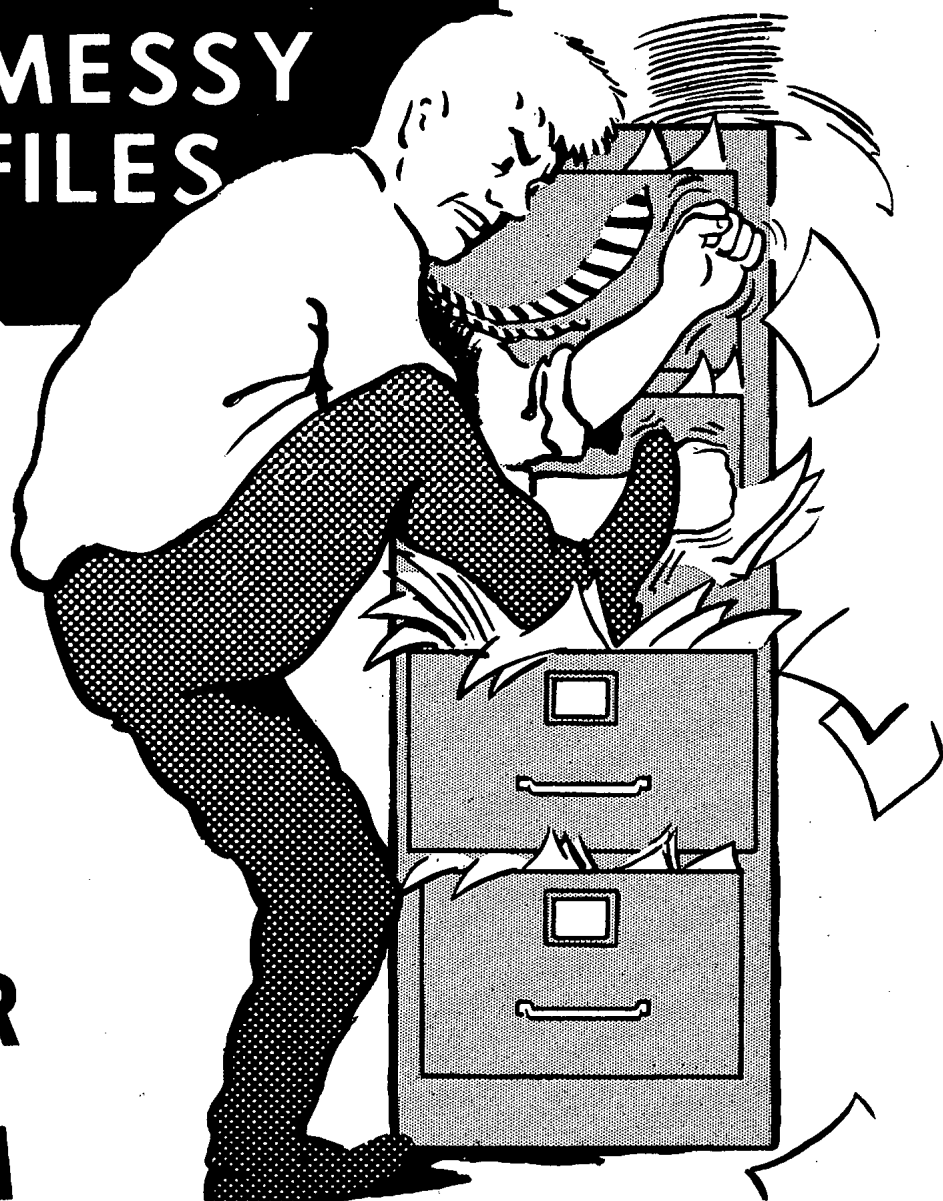
1. \_\_\_\_\_ cubic feet have been transferred to the Federal Records Center.
2. \_\_\_\_\_ cubic feet have been destroyed.
3. \_\_\_\_\_ file cabinets have been cleared, as follows:
  - a. \_\_\_\_\_ 4 drawer, letter size
  - b. \_\_\_\_\_ 4 drawer, legal size
  - c. \_\_\_\_\_ 5 drawer, letter size
  - d. \_\_\_\_\_ 5 drawer, legal size
  - e. Other (*Describe below*):

# **GSA OPERATION CLEANOUT**

## **MARCH 23 - APRIL 30**



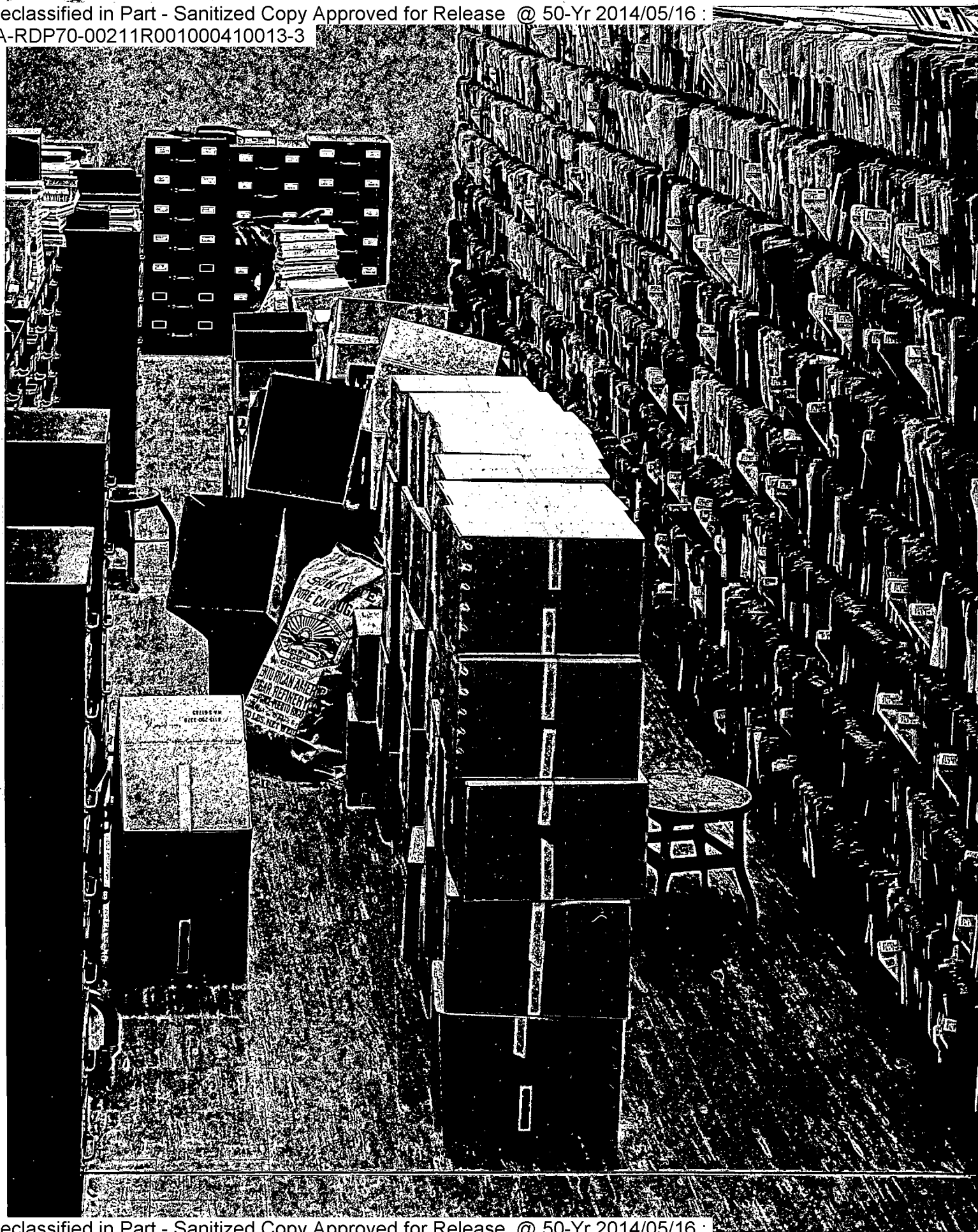
**DESTROY  
OR  
TRANSFER  
THEM**



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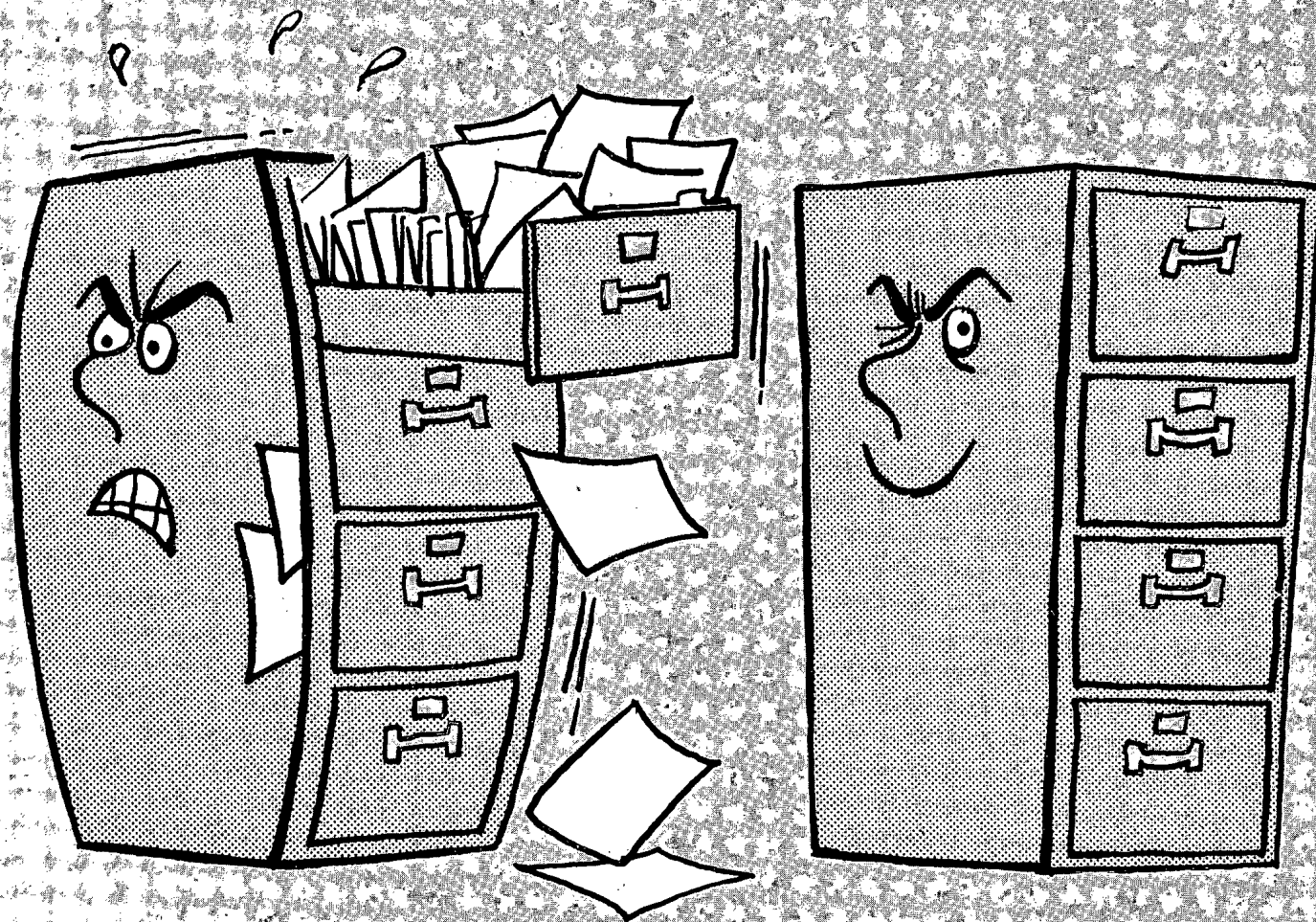






# **GSA OPERATION CLEANOUT**

## **MARCH 23 - APRIL 30**



**RELIEVE ME OF OLD RECORDS AND  
JUNK AND I'LL MAKE YOUR JOB  
EASIER AND MORE EFFECTIVE!**

## FILE CLEANUP TIPS

Here are some items that require attention or can be destroyed to release needed and costly file space. Naturally, action on such items will be governed by your office needs and Records Control Schedule.

1. Remove unclassified material from safes.
2. Obsolete government-agency telephone directories.
3. City telephone books and yellow pages prior to current year.
4. Agency and employee circulars and newsletters of transitory value.
5. Circulars, announcements, and advertisements of events long past.
6. Lists and tables subsequently superseded.
7. Obsolete and rescinded administrative and regulatory issuances.
8. Obsolete stock catalogues.
9. Unused publications from other agencies.
10. U.S. Government Organization Manuals prior to present issue.
11. GSA stores stock catalogue prior to current issue.
12. U.S. General Accounting Office salary tables.
13. Congressional Records (except tear sheets) prior to current session.
14. Congressional Records Summaries.
15. Congressional Directories prior to latest issue.
16. Federal Registers (except tear sheets).
17. Unneeded copies of legislative hearings.
18. Information copies of cables, telegrams, dispatches, and memorandums not part of official files.
19. Rough drafts and working notes for reports and staff papers since completed and approved.
20. Chronological or reading files more than 2 years old.
21. Newspapers, magazines, and clippings no longer used or needed.
22. Press notices and releases.
23. Extra or stock copies or documents and publications no longer needed for distribution.
24. Stenographic notebooks from which notes have been transcribed.
25. Used hectographs, stencils, and multilith mats over one year old.
26. Publicity and literature used for past charity drives and so forth.
27. Obsolete railroad, plane, and ship timetables.
28. Old price lists and catalogues.
29. World Almanacs prior to current issue.
30. Obsolete blank forms.

## OTHER CLEANUP HINTS

Also look for these items that can be returned for re-use.

1. Books and other reference material BEARING A LIBRARY NUMBER and which are not being used currently.
2. Unneeded reference materials gathered for projects now completed.
3. Excess office supplies.
4. Broken or excess office furniture and office equipment.
5. Several duplicate sets of Regulations in one office.

## Agenda

### 1. Introduction:

- a. Greeting members
- b. Express appreciation for giving their time
- c. Express a desire for them to see campaign through
- d. Hand out ~~promotional~~ campaign outline

### 2. Read Background Papers

- a. President's Memo
- b. Headquarters Notice
- c. WDS Memo & the SSS Chief

### 3. Discuss Campaign Mechanics

- a. Committee member head Task Force of his particular activity
- b. Organize records Officers into work parties &:
  - (1) Establish poster
  - (2) Contact Officers
  - (3) Review postal schedules
  - (4) Visually survey secure areas, storage rooms, etc. for records and equipment

- c. Hold regular progress meetings with records officer prior to monthly meeting of Committee.
- d. Serve as a clearing point for questions of any of all employees regarding the Campaign.
- e. Have Deputy Director discuss in his staff meeting to express his support of the program.
- f. Bring in progress reports to monthly meeting.
- g. Compile final report for Headquarters.
- h. Have records officers clearing all campaign publicity after campaign is over.

4. Discussion period

5. Set date, time, and place of next meeting



*Ref:*

1. President's Memo
2. Headquarters Mater
3. Publicity Material
4. Report Form
5. CIA Bulletin B-6

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